1 <sup>st</sup> December 2020 – 7.00pm – 'Teams', Ousden		
Attendees from the working party:		
Celia Holt (Chair)– CH		
Christine Ingham – CI		
Julie Pryke – JP		
John Gale – JG		
Tom Mason - TM		
Richard Hurrell – RH		
Attendees from the management committee:		
Jessamy Saltmarsh – JS		
Apologies		
Mike Hole - MH	To Action	Time Fram
Sophie Mason - SM		
Other mentions		
Sarah Christie - SC		
Planning		
CH had spoken to MH, he is still working to re submit the plan for mid- January 2021. In the meantime he is collecting evidence (other similar projects approaches to support our application).		
MH will update us start of next meeting on his recommendation for the type pf application, speak with Mike Chester and Ed Fosker.	мн	JAN 2021
JP/JG reported back on the Parish Council meeting held on the 29 <sup>th</sup> October 2020. Both report a very positive meeting, reporting that the original transfer/conveyance document of the land to the Parish Council being held at the Bury St Edmunds record office. <b>The next action JP to</b> <b>liaise with MH regarding the planning and the inclusion of the section</b> <b>106, which JP feels they probably will.</b>	МН	JAN 2021
Fundraising		
CI confirmed that the application to the Community for £20,000 had been submitted on 30 <sup>th</sup> October 2020 with the outcome expected in January 2021. (Bid supported by Mike Chester). If successful the		

1	solicitor fees, bat surveys.	JP/MH	JAN 2021
	CH asked if any other applications are ongoing, but CI said not.		
	JS confirmed a Coronavirus support grant of £1,300 had been received. JS also confirmed that CI had raised £550 from The Barrow charity for further Village Hall picnic tables.		
	Business Plan- Finance doc		
	JS updated us on her approach to the finance doc for the New build journey		
	<ul> <li>SC had previously raised questions in relation to the business plan, these have been revisited:</li> </ul>		
	<ul> <li>JS made an assumption that as our village hall was x2 larger than Dalham, that our charges would be x 2, however there would be a special lower rate for village residents and village organisations. The Committee was in agreement.</li> </ul>		
	<ul> <li>JS noted for this year 2020/21 (due to Covid 19) no Bowls income and limited yoga classes. There could possibly be a couple of private functions before the hall's planned demolition in the summer of 2021 (if that is what we do). Assumed the annual summer village fete, one other fundraising event and the return of the Pop up Café possibly starting in April 2021 (regulations permitting) although it may be disrupted if the hall were demolished in the summer.</li> </ul>		
	<ul> <li>JS assumed that we would have a temporary building on site (porta-cabin?), but we have to formally agreed this.(SC has asked for some estimates). We could consider some functions that require the use of another village hall if no temporary building available.</li> </ul>		
	JS said it has been difficult to make assumptions. CH said we have endured a 'disrupted year' that whilst we could explain the numbers, they could not be used to inform the budgeting plan for a normal year, JS agreed and proposed to be complete the budget on that basis and forward toSC, SM and then the rest of the committee. CH thanked JS for a good start on this project.		
	JS confirmed the end of the month bank balances and CH raised that due to the unprecedented year our fundraising efforts will impact our capital and that budgeted cashflows will need ongoing review.		
	CI suggested that if we want a porta -cabin then we need to get on and fund raise specifically for that. CH agreed it was a good point made and needs to come under the fundraising plan (SM to take us through at the next meeting)		
	For the January agenda CH suggested that we circulate ahead of the next meeting.	JS/CH	Before Jan
	SM fundraising plan is so important, CH reiterated that the next meeting will focus on this as without a fundraising plan, we are working blind.		2021 meeting

Website/Social Media		1
CH invited TM to discuss the village website. Next meeting TM will give an overview of the Site Map so we can review the sessions and TM will approach Sylvia Pettitt's husband regarding photography of the village. TM confirmed link received for the Facebook provision. TM suggested adding something about the fundraising on the landing page and will suggest some script and content for amending by us. TM will take care of hosting - thank you. TM asked for go-live date and CH suggested for Easter next year to tie in with pop up cafes etc. CH suggested a shop facility online, TM suggested a booking legend format to handle events ticket sales. CH suggested catching up with the bookings clerk, Alice about current data collection and process for events via the village One Suffolk website. TM also asked about a digital / newsletter and the thought was maybe to update on fundraising and events. TM liked CH's barometer idea to show fund raised.		
TM to prepare some visuals and site map to show by the next meeting.	тм	JAN 2021
CI asked about the porta-cabin we really need to know if we are going to go ahead and we need to think about the services to connect to the cabin, planning permission. JS has offered to speak with MH about it.		
CH asked JG if there were any obligations to provide facility for say Polling station or emergency centre should there be a village issue. We need to consider storage of the village hall items. We would need a facility to host cricket fixtures (toilet). JG felt that is was not a 'requirement' to have a designated emergency centre.		
JG will place on the agenda for the next Parish Council meeting, as we would need to consider loss of polling station etc. after demolition and what alternative arrangements we may be obliged to make.	JG	JAN 2021
A deadline date should be clear on the timeline for porta-cabin		
decision	sı	JAN 2021
Village needs to be fully informed and another public meeting to be scheduled in the timeline for March/April 2021	JS	JAN 2021
CH requested photo and bio from SM and TM, and photo only JP	TM/SM/JP	JAN 2021
JP, CI and SM to read business plan, as is, from CH		
19 <sup>th</sup> JAN 2021 next meeting 7 pm by TEAMS	СН	JAN 2021